

PAUL CUFFEE SCHOOL

MINUTES OF HUMAN RESOURCES COMMITTEE MEETING

SEPTEMBER 3, 2013

A meeting of the Human Resources Committee of the Paul Cuffee School was held on September 3, 2013 at the Paul Cuffee Lower School in Providence, Rhode Island.

Present: Carolyn Pemberton – Chair

Andrea Carrera, Derrick Ciesla, Nancy Cresser, Becky Coustan, Catherine Edwards, Dorothy Fields, Tina Hawksley, Leslie McCrea, Maria Palmgren, Gisele Polanco, Wendy Randle, Sarah Reis, Megan Thoma

Absent: Su Almeida, Michelle Bush, Russell Carey, Jon Conklin, Ben Hall, Martha Newcomb, Dorothy Patrick

Chair Carolyn Pemberton called the meeting to order at 4:04 p.m. She announced that new members had joined the Committee, and asked those members in attendance to introduce themselves. Mr. Derrick Ciesla (Interim Lower School Principal), Mmes. Andrea Carrera (HR Coordinator), Catherine Edwards (Enrichment Program Manager), Dorothy Fields (Board member and PCS grandparent) and Gisele Polanco (Board member and Upper School faculty) gave a brief introduction to the Committee.

Strategic Planning Process & HR Working Group

Ms. Pemberton gave a summary of the strategic planning process undertaken by the School, and its progress. She explained that the Strategic Planning Committee (SPC) has tasked the HR Committee to address critical issues needing improvement, as identified during the early phase of the strategic plan. Ms. Wendy Randle noted that the topics relate to staff and faculty sustainability, professional development, long term HR strategy, and organizational structure. The need for greater diversity among faculty and staff is of particular importance. She proposed creating a policy stating that future hiring committees be diverse to maintain compliance with applicable laws related to the School's hiring practices. Mr. Ciesla stated that staff sustainability is a key component to the success of an organization, and that the organizational structure should be reviewed to ensure that internal personnel resources are maximized. Ms. Pemberton affirmed Mr. Ciesla's statement, and added that professional development of staff is equally important to the success of the School. Ms. Becky Coustan noted the need for mentoring opportunities to provide the necessary skills for advancement of staff. Ms. Randle agreed that a mentoring/professional development program needs to be implemented, and tied to measured outcome of students. Ms. Thoma suggested that sharing Best Practices on Time Saving Methods may be a useful tool for new faculty. Mr. Ciesla proposed that collecting data on student performance to present to community organizations such as the NAACP and the Black & Latino Caucus, may be helpful to the School when actively looking to recruit

a more diverse staff. Ms. Pemberton suggested establishing a sub-group to collect the student performance data, and Mr. Ciesla agreed to convene the data collection sub-group.

Approval of Minutes

After reviewing the minutes of the May 7, 2013 meeting, Ms. Coustan made a motion to approve the minutes. Ms. Leslie McCrea seconded the motion, and the Committee unanimously voted to approve the minutes of the May 7, 2013 meeting.

Hiring Process

Ms. Andrea Carrera shared with the Committee a proposed new hiring process, highlighting each step of the process. A discussion ensued regarding the timeframe in which salary should be disclosed to a candidate, and the person authorized to make an offer of employment. Ms. Pemberton noted that the appropriate person to discuss salary and offer employment is the HR Coordinator. A question arose concerning the amount of time a position is posted internally prior to being posted externally, in order for internal applicants to be given a “first chance” in the selection process. Ms. Pemberton stated that open positions need to be posted internally and externally simultaneously so as to not delay the hiring. Ms. Randle added that if a position requires certification and/or licensing

in a specified field, applicants must hold those certifications and/or licenses before being considered for employment. Applicants without the required certifications and/or licenses will not be forwarded to the hiring administrators for review or consideration. Ms. Coustan noted that new teachers enrolled in the Teach for America and Rhode Island Teaching Fellows programs often do not have their certification at the time the interview process begins, and asked if there may be options to consider those applicants for employment. She offered to arrange a meeting with a representative from RIDE to clarify the certification process. Ms. Randle referenced R.I.G.L. 16 and explained that, although RIDE policies may allow for certain latitudes, the statutes are clear concerning the certification requirements, and that the School will adhere to state law.

Other Business

Ms. Palmgren briefly explained the RIGL 42-46 (Open Meetings Act), and its associated requirements.

Ms. Thoma asked about the HR Committee's role in the upcoming Head of School search. Ms. Pemberton explained that Mr. Russell Carey, PCS Board President, will convene a Head of School Search Committee very soon.

The Committee agreed to review the proposed new hiring process during the November 5, 2013 meeting.

Adjournment

There being no further business coming before the Committee, Mr. Ciesla moved to adjourn. The motion was seconded by Ms. Sarah Reis, and the meeting adjourned at 5:18 p.m.

Respectfully submitted,

Maria Palmgren